

TOOL / EXAMPLE

# Conducting an initial HSE risk assessment for contracting – an example checklist

A companion tool to IOGP report 423

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# Overview

This HSE Risk Assessment checklist is shared as an example of a tool that a company might use initially during the Planning Phase of a contract to assess risks of a proposed scope of work. This then helps to determine the risk management control measures appropriate for the rest of the contract phases. (Refer to IOGP 423 – Phase One: Planning)

The checklist contains a series of potential medium/high HSE risks indicators to assess against a given scope of work. It can be used as an initial tool to both screen out low risk contracts and to assist the company in developing a fit-for-purpose HSE strategy early in the contract life cycle to manage risk and ensure protection of all personnel, assets, environment and reputation in each of the subsequent contract phases.

The idea is that the more “Yes” answers to the questions in the checklist, the higher the HSE risks of the contract scope of work. This may then trigger different risk management and control measures throughout the rest of the contract phases. It is for each company to determine what HSE risk and level trigger what risk management control measures.

This checklist contains medium/high risks activities commonly associated with oil and gas related operations and services, but is not exhaustive.

Users are encouraged to add other risk indicators unique to their company, as well as their own company and/or other external references to the middle column.

# Example HSE risk assessment checklist

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| Indicators of potential medium/high HSE risk | **References & definitions**(Users are encouraged to add here their own company’s references and definitions. The idea is that this checklist can be used by non-HSE professionals, so be concise and clear!) | **Is this in the scope of work to be performed by the contractor?**  |
| Yes | No |
| Will the activity require a permit to work? | External references:[NORSOK 088 Recommended guidelines for common model for work permits](https://www.norskoljeoggass.no/en/Publica/Guidelines/Health-working-environment-safety/Cooperation-on-security/088-Recommended-guidelines-for-common-model-for-work-permits/) |  |  |
| Will there be complex/critical lifting operations? | Reference IOGP Report 376 - *Lifting & hoisting safety recommended practice* & IOGP 577 – Fabrication site construction safety recommended practices*Non-routine – complex/critical** Continuation of a lifting operation with different people;
* for example, shift changeover
* Lifting of personnel, including rig floor man-riding operations
* Over or in sensitive areas – active or energised hydrocarbon-containing
* equipment, near overhead electrical
* power lines
* Tandem lift with two cranes
* Lifting with a helicopter
* Transferring the load from one lifting appliance to another
* In environmental conditions likely to affect equipment

performance* Operator under training
* Load with unknown/difficult to estimate weight and/or

centre of gravity* Load is special and/or expensive whose loss would have

a serious impact on production operations* Mobile crane on untested/uneven ground, on moving

location, on offshore installation, vessel, barge or mobile* Non-standard rigging arrangements
* Load lowered into or lifted from a confined space

*Documentation/Controls** Formal work pack with method

statement* Lift Plan (prepared and reviewed

by a qualified engineer)* Risk Assessment
* Job Safety Analysis
* Work Permit
* Safety Checklist
* Toolbox Talk
* 10 questions for a safe lift

*Competent personnel** Crane operator
* Banksman (Flagman, Signaller)
* Slinger (Rigger)
* Rigger
 |   |   |
| Will there be critical or special transport operations? | IOGP Report 365 - *Land transportation safety recommended practice* |   |   |
| Will work be conducted on energized or pressurized systems? | External reference: [SFS](http://www.samarbeidforsikkerhet.no/category.aspx?CatId=141) Recommendation 028E Rev 1 Presure and Leak Testing |   |   |
| Will work involved high pressure jetting? | External references :[The Water Jetting UK Association](https://www.waterjetting.org.uk/)BS EN 1829-2:2008 – This European Standard applies to hoses, hose lines and connectors intended to be used with high-pressure water jet machines operating at 350 bar and above. It therefore covers most water jetting applications and some drain cleaning applications. |   |   |
| Will there be Work at heights, above sea, and/or with risk of dropped objects? | Reference in IOGP 459 – *Life-Saving Rules* & IOGP 577 - *Fabrication site construction safety recommended practices*Working at heights of more than 1.8 meters (6 ft) requires either a fixed platform with railing, approved scaffoldings, the use of approved fall prevention equipment, or fall arrest systems secured to an appropriate anchoring point. Where practical, preference is to work at ground level. If not practicable, the preference is to work from a platform (fixed or scaffolding) with protection in place such that additional fall arrest Personal Protective Equipment is not required.External references:[SFS](http://www.samarbeidforsikkerhet.no/category.aspx?CatId=141) Handbook Best Practice Dropped Object Prevention and Recommendation 024E\_2013 Prevention of dropped objects[DROPS Online](http://www.dropsonline.org/)[IRATA](http://www.irata.org/) Rope access work |   |   |
| Will scaffolding be assembled, disassembled and covered? | Reference in IOGP 577 - F*abrication site construction safety recommended practices*Scaffolding elevates workers to a height that can be fatal should the worker fall, or from where dropping tools or materials can cause serious harm to those below |  |  |
| Will work be in hazardous environment and/or with hazardous materials? | Work in areas where atmosphere might be toxic or inert (e.g. H2S, Nitrogen, CO2) and/or use of hazardous chemicals, radioactive sources or explosives. This also covers work with high risk of spills, leaks and contamination including hydrocarbons. |   |   |
| Will there be work in a confined space? | Reference in IOGP 459 – *Life-Saving Rules* & IOGP 577 - *Fabrication site construction safety recommended practices*Confined spaces are enclosed or partially enclosed spaces that are not designed or constructed for continuous human occupancy, have limited or restricted means for entry or exit, and where there is risk of injury or illness from hazardous substances or conditions. Confined spaces include, but are not limited to, underground vaults, tanks, storage bins, manholes, pits, silos, process vessels, pipes and tubulars. |   |   |
| Will ‘Hot work’ be needed? | Work with equipment and tools that constitute an ignition source.External reference:* [OSHA](https://www.osha.gov/SLTC/etools/oilandgas/general_safety/hot_work_welding.html) Hot work/welding
* [SFS](http://www.samarbeidforsikkerhet.no/category.aspx?CatId=141) Hot work – Respiratory Protection, Recommendation 036E Habitat and Recommendation 034E/2012: Preventive measures for hot work
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| Will work be in a restricted area? | Work in areas that have been designated as restricted, for example: Red zones, high noise level, high voltage, high pressure systems, BOP deck, drill floor, pipe/riser deck, moon pool, engine room, shaker room |   |   |
| Will there be simultaneous operations? | Work with several interfaces and/or high complexity - to be assessed based on HSE potential |   |   |
| Will there be ‘Civil’ work? | Construction type work/activities such as excavation, trenching, levelling, piling, logging, clearing of trees/brush, demolition of structures, tunneling |  |  |
| Will there be geophysical operations | Reference in IOGP 432- *Managing HSE in a geophysical contract* |  |  |